

**Official Proceedings
Building Committee**

**August 2, 2016
10:30 am**

Members present; Building Committee, Scull Construction, JLG Architect and Construction Contractor's.

The following items were discussed:

1. Introduction
2. Procurement & Contracting Requirements:
 - i. Start date 8-2-16
3. General Requirements:
 - a. Project Coordination
 - i. Barriers/Fencing
 - ii. Vehicle Access & parking
 - iii. Temporary utilities
 - iv. Waste removal
 - v. Work hours from 7am to 5pm
 - vi. Deliveries
 - vii. Traffic control
4. Submittals (01 33 00):
 - a. To done on submittal exchange
5. Submittal of shop drawings: Hard copy emailed to Scull
 - i. Review turn around: shops & samples Days 5
6. Tentative construction schedule:
7. Critical work sequencing:
 - i. See schedule
8. Use of the premises:
 - i. Security issues
 - ii. Security card access/Card sign out and return
 - iii. Entrance into the building and rooms where work in required
 - iv. On site contact (maintenance)
Name: Mike
Phone # 701260-9686
 - v. Equipment parking
 - vi. Dump boxes
 - vii. Concrete wash out area
 - viii. Company signs
 - ix. Work area signs
9. Housekeeping:
10. Safety:

Contact list:

- Architect: JLG
- Construction Manager: Scull Construction
 - Superintendent: Don Cote
- Engineer: AES2
- MEP Engineer: Prairie Engineering

Meeting adjourned.